

SHIP INSURV COORDINATOR CHECKLIST

120 DAYS PRIOR TO THE INSPECTION:

- _____ Command should receive the "Here We Come" letter via email.
- _____ Access the INSURV Internet website www.spawar.navy.mil/fleet/insurv for reference material. Download applicable instructions and Check Sheets located under "INSPECTION PREPS", then under "Surface Ships". Distribute to ship's force.
- _____ Read INSURVINST 4730.1(series).
- _____ Establish contact with the INSURV Recorder (identified on the "Here We Come Letter") assigned to coordinate all administrative matters pertaining to the inspection. Initial contact should be made via email. Information required in support of the inspection should be forwarded electronically, using Microsoft Word/Excel format, unless otherwise specified.
- _____ Schedule a pre-inspection brief (typically 60 to 90 days prior to the inspection). Recommend CO, XO, Department Heads, Division Officers, CPOs, and selected Work Center Supervisors attend. For Hampton Roads region ships, the pre-brief will be conducted at the INSURV office. The pre-brief for non-Hampton Roads region ships will be conducted, as schedule permits, onboard the ship. Review the ship's and INSURV inspection schedules to find a mutually suitable time (typically Thursday afternoon).

60 - 90 DAYS PRIOR TO THE INSPECTION:

- _____ Forward the Commanding Officer's and Executive Officer's biographies to the Recorder prior to the pre-brief.
- _____ Conduct the pre-inspection brief. The Recorder shall coordinate all meeting logistics, even if not present for the pre-brief. For non-Hampton Roads region ships where the assigned Recorder is not participating with the inspection team conducting the pre-brief, the inspection team Recorder will represent the assigned Recorder.

- _____ During the pre-brief, review the administrative requirements of the inspection with the Recorder, to include the following items:
- Required information to be submitted in advance and on day 1 of the inspection IAW INSURVINST 4730.1(series) Enclosure 1 and Appendices (e.g., SOE, CO's Letter of Concerns, DFS/CASREP/TSO lists, CSMP).
 - Base Passes, Parking
 - Ship's Force Drivers and Rental Vehicles (Overseas)
 - INSURV Inspector Staterooms/Changing Areas/Coveralls
 - INSURV and Technical Assistant Conference Rooms
 - How Goes It Briefs
 - Mess Bills
 - Formal Out-brief

Note: Stateroom assignments should group Inspectors from the same area together (e.g., put all AX Inspectors in adjacent or same staterooms). Where feasible, conference room assignments should be grouped by department and similarly located. Technical Assistants should have a separate conference room.

45 DAYS PRIOR TO THE INSPECTION:

- _____ Submit a proposed Schedule of Events (SOE) (discussed in INSURVINST 4730.1(series)). Recommend using the SOE from another ship of the same class and same homeport that had a successful MI as an example.

30 DAYS PRIOR TO THE INSPECTION:

- _____ Submit the Commanding Officer's Letter Of Concerns (discussed in INSURVINST 4730.1(series)).
- _____ Receive consolidated SOE recommendations from the Recorder.
- _____ Info PRESINSURV NORFOLK VA on all CASREPs/DFS requests and other pertinent messages until completion of inspection.
- _____ Ensure the COMBAT SYSTEMS TEST DEMONSTRATION PACKAGE from NWAS, Port Hueneme, Ca. is received and distributed to the Operations and Combat Systems Officers.

14 DAYS PRIOR TO THE INSPECTION:

- _____ Inquire of the Recorder regarding PRESINSURV attendance during the inspection. Review necessary logistic requirements and proper honors to render.

- _____ Submit the following items:
 - Inspection Schedule of Events (finalized)
 - DFS/CASREP/TSO List (enclosure (10))
 - Full Power Memo (INSURVINST 4730.1(series))
 - List of Recently Completed Inspections/Assessments
- _____ Track INSURV Inspector and Technical Assistant Clearance messages. Ensure Ship's Force is organized to efficiently process Inspector and Technical Assistant clearances on Day 1 of the inspection.

5 DAYS PRIOR TO THE INSPECTION:

- _____ Confirm inspection support arrangements with the Recorder (e.g., base access, pier location, parking/passes, location of in-brief, Inspector stateroom and conference room assignments, provision of soap and clean towels, daily laundering of coveralls, and provision of required documents/files/records IAW INSURVINST 4730.1(series) Enclosure 1 and Appendices).
- _____ Submit the following items:
 - CSMP (see instructions at end of this enclosure)
 - DFS/CASREP/TSO List (updated)

DAY 1 OF THE INSPECTION:

- _____ Provide parking passes/base passes, as applicable. Ensure parking spaces are reserved.
- _____ Ensure the Quarterdeck is advised of proper honors to render:
 - PRESINSURV - "BOARD OF INSPECTION AND SURVEY"...
 - SENIOR INSPECTOR - "CAPTAIN, UNITED STATES NAVY"...
- _____ Ensure ship's force is organized to efficiently process Inspector and Technical Assistant clearances.
- _____ Provide the Inspectors with stateroom and conference room assignments.
- _____ Provide the information required by INSURVINST 4730.1 (series), Enclosure 1 and applicable Appendices. This information should be located in the INSURV conference room(s) in clearly marked folders/binders.

- _____ Provide each Inspector with a hardcopy of the following:
 - Ship Departmental 8 O'clocks (provide all Departments to each Inspector)
 - DFS/CASREP/TSO List (updated)
- _____ Prior to the Senior Inspector's comments at the in-brief, introduce the Department Heads and key Division Officers. Announce the location of the ship's central repair management team and INSURV's RBO/UW Restrictive list, time to be onboard for underway, and any administrative matters. The Recorder will introduce the Inspectors and the Technical Assistant Visit Coordinator.
- _____ The Senior Inspector will informally brief the Commanding Officer in the afternoon.

DAY 2 OF THE INSPECTION:

- _____ Arrange and coordinate the "HOW GOES IT" brief with the Recorder.
- _____ Adjust the underway SOE to accommodate unexpected changes to demonstration equipment availability, as required.
- _____ Arrange for the collection of Mess Bills from any Inspector not getting underway.

DAY 3 OF THE INSPECTION:

- _____ Arrange and coordinate the "HOW GOES IT" brief with the Recorder (typically after all major demonstrations and prior to setting the Sea & Anchor Detail for returning to port).
- _____ Arrange for the collection of Mess Bills.
- _____ Download the INSURV Inspection Feedback Form (www.spawar.navy.mil/fleet/insurv under Inspection Preps). Request the Commanding Officer complete and return on a floppy disk to the Recorder at the formal out-brief on Day 5.

DAY 4 OF THE INSPECTION:

- _____ Arrange and coordinate the formal out-brief with the Recorder. Ascertain participation of PRESINSURV, ISIC, and other VIPs.
- _____ Obtain a draft copy of the QUICKLOOK message from the Writer (typically late Thursday afternoon). Provide to the Commanding Officer. Upon review, provide any feedback to the Writer.

DAY 5 OF THE INSPECTION / POST-INSPECTION:

- _____ Provide the INSURV Inspection Feedback Form to the Recorder.
- _____ Support the Writer in making copies of the QUICKLOOK message for the out-brief (do not use the draft provided on Thursday).